

RESOLUTION

NO: 2023-07-118

LIVINGSTON COUNTY

DATE: July 17, 2023

**Resolution Authorizing the Change in Positions for Certain Register of Deeds Staff
– Register of Deeds**

WHEREAS, a full-time Deputy Register of Deeds (Pay Grade 3) staff wishes to go part-time; and

WHEREAS, a part-time Senior Deputy Register of Deeds (Pay Grade 4) staff member wishes to go full-time;
and

WHEREAS, the Register of Deeds supports these changes in staffing and requests the budgeted positions be amended to reflect these changes.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a decrease in hour for the full-time Deputy Register of Deeds (Pay Grade 3) from 1.0 FTE to .525 FTE and an increase in hours for the Senior Deputy Register of Deeds (Pay Grade 4) from .50 FTE to 1.0 FTE.

Current:

Position #	Description	Group	Grade	FTE	Status
26800105	SENIOR DEPUTY REGISTER OF DEEDS	NU	4	0.50	A
26800107	DEPUTY REGISTER OF DEEDS	NU	3	1.00	A

Proposed:

Position #	Description	Group	Grade	FTE	Status
26800105	SENIOR DEPUTY REGISTER OF DEEDS	NU	4	1.00	A
26800107	DEPUTY REGISTER OF DEEDS	NU	3	0.53	A

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes a Budget Amendment to increase the budget to support this request.

#

#

#

MOVED:

SECONDED:

CARRIED: